

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held in their offices at the County Administration Building, 614 High Street, Dedham, MA in said County, on May 1, 2019 notice of said meeting having been posted as required by law.

Commissioners present were:
 Chairman Francis W. O'Brien
 Commissioner Peter H. Collins
 Commissioner Joseph P. Shea

Chairman O'Brien called the meeting to order at 1:00 pm.

Philip Iantosca, Manager of Administration of Budgets, led the recitation of the Pledge of Allegiance.

A motion was made by Commissioner Collins, seconded by Commissioner Shea and

VOTED: To approve the Minutes of the Open Session Meeting of April 24, 2019 as submitted

Chairman O'Brien asked for any public comments.

Mr. McGowan presented the Capital Improvement Report. He stated Superior Court Law Day was a success. Mr. McGowan stated Facilities Maintenance staff is preparing Quincy District Court for Law Day. Commissioner Shea stated he spoke with Clerk Tobin and Mayor Koch about parking and vehicle traffic around Quincy District Court on Law. Mr. McGowan stated Facilities Maintenance staff will assist in directing traffic on Law Day.

Chairman O'Brien thanked Mr. McGowan for his report.

Chairman O'Brien announced the Commissioners executed personnel matters as follows:

Col. # 9 – Agricultural High School
 Notice of Change of Address for Barbara L. Desai

Col. # 20 – Wollaston Recreational Facility
 Notice of Change in Rate for Richard E. Jones as Temporary Ranger, effective 5/01/2019

Chairman O'Brien announced the Commissioners executed payroll and expense warrants as follows:

19-44	Payroll – County	131,157.39
19-44	Medicare - County	1,657.07
05-01-19	Expense – County	46,344.91

Chairman O'Brien stated contracts were awarded on Wednesday, May 1, 2019 as noted on Exhibit B.

Attachments: none

Chairman O'Brien stated there are no bid openings on Wednesday, May 1, 2019 as noted on Exhibit A.

Mr. Iantosca presented the Report of the Manager of Administration and Budgets as detailed in Exhibit C.

Chairman O'Brien thanked Mr. Iantosca for his report.

Mr. Hegarty presented the Report of the County Director. He reported on the Administration Building. He stated contractors will begin re-insulating the ceiling tomorrow. Mr. Hegarty stated the project will take and estimated two days to complete. He stated the exterior repair of the Administration Building appeared in the central register today.

He reported on legislation. Mr. Hegarty stated he, Assistant Director Mullen, and Commissioner Shea met with the County's delegation to discuss pending legislation related to County Government. He reported the delegation provided consensus positive feedback.

Mr. Hegarty stated he received positive comments from neighbors of Dedham District Court regarding recent County improvements to the parking lot behind 619 High Street.

Commissioner Shea asked about parking behind the Register of Deeds. Mr. Hegarty stated the Superintendent of Buildings removed Facilities Maintenance staff from the parking fee collection shed due to staffing issues within the department. Mr. Hegarty stated currently the County is not collecting parking fees behind the Registry of Deeds. Mr. Hegarty stated he is exploring the possibility of installing monitored parking meters in the Registry of Deeds lot. He will report further as more information becomes available.

Mr. Hegarty discussed a late, time sensitive request for transfer of funds within the FY19 Wollaston Recreational Facility Budget from Carlton Miner, Director, Wollaston Recreational Facility. Mr. Hegarty stated the proposal would transfer \$8,815.00 from 001.200.5709.00.0000.00 Land Improvements to 001.200.5299.00.0000.00 Contractual Services to fund the replacement of two HVAC compressors.

A motion was made by Commissioner Collins, seconded by Commissioner Shea and

VOTED: To allow the transfer of funds within the FY19 Wollaston Recreational Facility Budget as follows: \$8,815.00 from
001.200.5709.00.0000.00 Land Improvements to
001.200.5299.00.0000.00 Contractual Services

There being no further business to come before the meeting, a motion was made by Commissioner Shea, seconded by Commissioner Collins and unanimously.

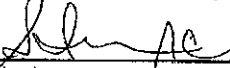
VOTED: to adjourn the meeting

Meeting adjourned at 1:35 pm

ATTEST:



Recording Secretary



Asst. Clerk

EXHIBIT A
BID OPENINGS
May 1, 2019

Bids were publicly received by 1:30 PM at the Norfolk County Commissioners Meeting, pursuant to Chapter 30B of the MGL's.

No bids were opened.

EXHIBIT B
AWARDING OF CONTRACTS

May 1, 2019

It was moved by Commissioner Shea, seconded by Commissioner Collins and unanimously:

VOTED: to award the following contract(s)

REPLACEMENT OF EXISTING AC UNIT (TREASURERS OFFICE) FOR THE NORFOLK COUNTY ADMINISTRATION BUILDING - PER TRD01

Industrial Burner Systems
1. contract #3-5-19-234

as per bid submitted
in the amount of
\$23,620.00

MEMO

DATE: May 1, 2019
TO: Norfolk County Commissioners
FROM: Philip R. Iantosca, Manager of Administration & Budgets
RE: Report of the Manager of Administration & Budgets

Gentlemen,

Please accept my regularly scheduled report for the Department of Administration & Budgets found below in this memorandum.

Thank You

Report of the Manager of Administration & Budgets

May 1, 2019

- Most of my work since my last report has focused on the FY20 Budget and the Trial Court's audit of our FY18 Schedule of Costs to Service Court Facilities.
- we've had several involved meetings since last report, including the Commissioners' meeting of April 10, for which I wrote 9 pages of notes, the Emergency Finance Committee Meeting on April 16 for which I wrote 8 pages of notes, and the Advisory Board Meeting, for which I have 5 typed pages of notes. I spent several days each drafting minutes for the April 10 and April 16 meetings. I will begin drafting Advisory Board Minutes upon completion of the audit of our schedule of costs.
- Prepared and distributed materials for the April 17 Advisory Board meeting and assisted Executive Committee with ascertainment of the quorum.
- Assembled numerous versions of the FY20 Budget Proposal, culminating in our last version after the April 17 Advisory Board meeting. Each version required reformatting into the layout as presented to the Advisory with pagination and corrected page layout issues.
- We started the Trial Court's audit of our schedule of costs for FY18 on April 22. We're finishing the audit today and as of now the schedule of costs will be reimbursed at historical rates of 98%-101%. It's been very busy on my end because we're doing a typical 10 day

audit in 7 ½ days. Most of my work the last two weeks centered on the trial court audit. I've provided the auditors with verification for items including personnel costs, employee benefits, equipment purchases and service, capital projects, and insurance.

- Received a walk in complaint for abatement of real estate taxes from a tax payer in Needham. Explained to taxpayer the process of filing and provided him with instructions and the proper forms to complete. Taxpayer returned forms last Thursday and I forwarded to Town of Needham. I spoke with Bill Doherty, Clerk of the Appellate Tax Board in Boston, and he noted the Town of Needham will transfer the case to the Appellate Tax Board. I will forward all necessary forms to the Appellate Tax Board, notify the complainant of the transfer, and that will complete the County's involvement in the matter.